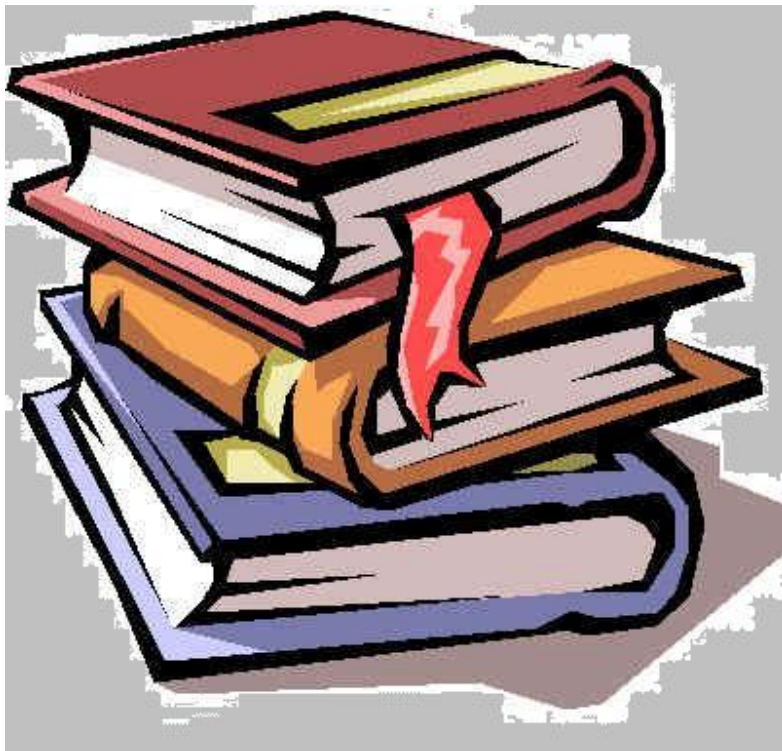


Fort Recovery High School

Style Manual

For Writing Papers

Updated May 4, 2011



WRITING STYLE HANDBOOK

PREFACE

This writing manual is assembled to aid students in writing assignments for Fort Recovery High/Middle School. This should be used as a guide when doing writing assignments no matter what the subject area. Certain writing assignments may require some deviation from this guide. Teachers will tell students when this is the case.

When appropriate, models and examples are provided. Students should follow the models and examples closely. When creating parts of papers such as work cited list, title page, and footnotes, students should carefully follow the correct format.

Students are responsible for getting familiar with this guide. There are activities throughout the guide that the students will work through as the school year progresses. This style manual should be kept in a place where it will be easy to get to for all class periods.

Students are not only expected to follow this guide, but they are also expected to follow the ethics of writing. Writing should be a student's own – not someone else's. Students should learn to cite sources and quote correctly to avoid committing plagiarism. *Plagiarism* is passing off as one's own words the words or ideas of another. Copying of words directly without quoting and citing will result in a zero on the assignment the first time it happens. The second and subsequent offenses will result in zeroes and other disciplinary action. For more information on copyright issues access [CyberBee: Copyright and Digital Contents](#) website.

MLA 7: Changes from Version 6

No more underlining of titles! MLA now recommends italicizing titles –books, periodicals, films, etc.

No more URLs are required in MLA format. Writers are encouraged to provide a URL if the citation information does not easily lead the reader to find your source. Some teachers may still require this information, so check with your teacher.

Format is required. Each source in the works cited list must have the format listed, e.g. print, web, cd, television, film, etc.

Abbreviations: If something is required in your works cited, and you can't find that information, use the following abbreviations.

--n.p. for no publisher given

--n.d. for no date

--n. pag. for no pagination for online journal entries where no print version is available or information is not provided.

CREATING A TITLE PAGE

MLA style does not require a title page, but some teachers may. If they do, follow these steps to create a title page:

- ❑ Set all margins at 1” (File, Page-Setup, Margins, Change Margins, OK)
- ❑ Set font size at 12 (located on the taskbar)
- ❑ Set Times New Roman font (located on the taskbar)
- ❑ Look at the status bar at the bottom of the screen. Press **Enter** until the cursor is set at 2.5. This will be the line where your title is keyed.
- ❑ Set centering by clicking the appropriate icon on the tool bar.
- ❑ Key the title, **capitalizing the beginning letters of important words**.
- ❑ Set the cursor at 8”. This will be the line where your name is located.
- ❑ With centering still on, key your name in upper and lowercase letters.
- ❑ Click “Enter” two times.
- ❑ Key school name, eg. Fort Recovery High School
- ❑ Click “Enter” two times.
- ❑ Key the class name followed by a comma and a class period.
Example: AP English, Period 5
- ❑ Enter two times.
- ❑ Key date in the following format: Day (number) **Month (Abbreviated)**
year **Example: 22 Feb. 2010**

Quick Review:

- ✓ Margins are at 1”
- ✓ Font = Times New Roman, 12
- ✓ Title is at 2.5”, **upper and lower case letters**
- ✓ Your Name is at 8”, upper and lower case letters
- ✓ School name: Double spaced after your name
- ✓ Class name and class time: Double spaced after school name
- ✓ Date: Double spaced after class name and time

Sample title page on next page!

Title of your Report (2.5" down)

Your Name (8" down)

Fort Recovery High School

Class Name, Period #

Date: Day (number), Month (Abbreviated) Year

General Guidelines For Writing Papers

- Double-space the text of your paper
- Paper size is 8 ½ x 11 inches
- Margins set at 1" on all sides (file/page setup/margins)
- Use a legible font (e.g. Times New Roman). The font size should be 12 pt.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- Proofread for spelling, correctness of content. Do not rely on spell check to identify all errors.
- Check with your teacher for other specifications regarding your paper. This might include number of references used, page length, etc.

FIRST PAGE INSTRUCTIONS **WHEN NO TITLE PAGE**

- Your Name—aligned left 1 inch down
- Your teacher's name—aligned left—2 lines below name
- Your class—aligned left—2 lines below teacher's name
- Date in the following format—day month year
- Title: Double space under the date. Title should be centered and in upper and lower case, only capitalizing the beginning letter of important words. Do not capitalize prepositions or the words an, or, not—unless it's the beginning word of your title
Do not underline or use quotation marks!
- First Paragraph: Double space and indent for the first paragraph of your paper.

Header for Name/page number:

Create a header (View/header) in the upper right-hand corner that includes your last name, followed by a space with a page number (use insert page icon); number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. Usually the page/name is not placed on the first page, so in the header, uncheck "Show number on first page" and click o.k.

The diagram shows a document page with several annotations. On the left, an arrow points to the text 'Beth Catlin', 'Professor Elaine Bassett', 'English 106', and '3 August 2009', with the label 'Name/ Instructor format'. On the right, an arrow points to 'Catlin 1' in the top right corner, with the label 'Header Name / page # usually not printed on first page. This is what it would look like on subsequent pages!'. In the center, an arrow points to the title 'Andrew Carnegie: The Father of Middle-class America' and the first paragraph of text, with the label 'Title format'.

Source: *The Purdue OWL*. Purdue U Writing Lab, 2008. Web. 27 Dec. 2008.

WORKS CITED (MLA 7th edition format)

GENERAL INFORMATION

The Works Cited page provides information necessary for a reader to locate and retrieve any source you cite in your work. Each source you cite must appear in your works-cited list. Your “Works Cited” list should appear at the end of your paper.

When creating your Works Cited Page, remember to:

- Begin the Works Cited on a new page, but number consecutively (i.e., if the last page of your essay is page 3, the Works Cited is page 4)
- Alphabetize each entry by first letter (Skip a, an, the)
- Italicize all titles of books, magazines, films, etc.
- Put quotation marks around the titles of poems, short stories, and articles
- **Hanging indentation**--Indent the 2nd line, the 3rd line, and all subsequent lines of each citation
- **Double-space** all entries
- Capitalize the first letter of the first word, last word, and all major words of the title and subtitle, including words that follow hyphens, e.g., English-Speaking.
- The following terms should not be capitalized when they are in the middle of a title: articles (a, an, the), conjunctions (and, but, for, nor, or, so, yet), prepositions (e.g., in, of, to, between, against).

Titles: Titles of books, periodicals, art works, reports and Web sites are italicized.

PAGE NUMBERS: Do not repeat any numbers that can be easily inferred by the reader. This is done to minimize the length of works cited lists. E.g. 125-35 (not 125-135) 3200-22 (not 3200-3222) When an article appears on nonconsecutive pages (for example A1 and A6) give only the first page number followed by a "+"

Dates: *With the exception of May, June and July, the names of the months must be abbreviated in MLA works cited lists as follows:*

January = Jan.

February = Feb.

March = Mar.

April = Apr.

August = Aug.

September = Sept.

October = Oct.

November = Nov.

December = Dec.

WORKS CITED EXAMPLES based on MLA Handbook, 7th edition, 2009. Examples are on the following pages. Notice the punctuation.

PRINTED BOOK with 1 author	Author's Last name, First name. <i>Full Book Title</i> . (in italics) Edition. (if stated) City of Publication: Publisher, Copyright date. Medium.
Book example	Marcovitz, Hal. <i>The Manning Brothers</i> . Broomall, PA: Mason Crest, 2009. Print.
E-BOOK	Author's Last name, First name. Title (Italicized). City of Publication: Publisher, Copyright date. Title of database or website (In Italics). Medium. Date of Access.
Example of e-book	Wharton, Edith. <i>The Age of Innocence</i> . New York: Appleton, 1920. <i>World Book Advanced</i> . Web. 16 Aug. 2010.
INFOHIO RESOURCES	
EBSCOhost	Author Last Name, First Name. "Article Title." (in quotation marks) <i>Name of Magazine</i> . (in Italics) Date (Day Month Year): Pages. <i>Name of Database (in italics)</i> . Web. Date Accessed. (Day Month Year). <URL optional>.
EBSCOhost magazine article example-no URL	Nussbaum, Alex, et al. "Obamacare's Cost Scalpel." <i>Business Week</i> . 5 April 2010: 64-66. <i>Mas Ultra School</i> . Web. 6 Apr. 2010.
	Et al. (stand for "and others"—use if 3 or more authors)
EBSCOhost newspaper article example	Sowinski, Greg. "St. Henry Native Crowned Miss Ohio." <i>Lima News</i> . 21 June 2009: <i>Newspaper Source</i> . Web. 29 Jan. 2010. < http://web.ebscohost.com >.
	Note: page not given in article that's why it's not recorded.
Newsbank (After the date, if no edition and page is given, use a period.)	Author. "Article Title." <i>Name of Newspaper</i> . (in Italics) Date (Day Month Year), Edition: Section Letter: page. <i>Newsbank (in italics)</i> . Web. Date Accessed (Day Month Year). <URL optional>.
Newsbank example	"Quiet Homan Sound at Linebacker." <i>Columbus Dispatch</i> . 15 Oct. 2009. Home Final, Sports: 01C. <i>Newsbank</i> . Web. 23 Oct. 2009.

World Book Encyclopedia	Author Last Name, First Name. "Article Title." <i>Name of Encyclopedia</i> (In Italics). Publisher (<i>World Book</i>). Copyright year. Medium (Web). Date accessed (Day Month Year). <URL optional>.
World Book Example	Garrow, David J. "King, Martin Luther, Jr." <i>World Book Advanced</i> . 2010. World Book. Web. 12 Jan. 2010.
WEBSITE	Author Last Name, First Name. "Article or Webpage Title."(in quotation marks) <i>Web Site Title. (In italics)</i> . Publisher or Sponsor of the site, Date of Publication. Publication Medium (Web). Date accessed. (Day Month Year) <URL optional>.
	<i>URL information: Only use if source cannot be located without it or if teacher requires it!</i> Check with your instructor to see if they require the web address (URL). You can use this format for magazines/newspapers that are online but not in a database.
Website with sponsor --no author --no date of pub, so after sponsor, ends in period.	"Emphysema: Medline Plus." <i>National Library of Medicine-National Institutes of Health</i> . Web. 06 Apr. 2010. < http://www.nlm.nih.gov/medlineplus/emphysema.html >.
IMAGES FROM A DATABASE	Artist (last name, first name.) <i>Title of artwork</i> . Date. Type of artwork. (painting, etc.) Collector Owner, City. Name of Database. Web. Date accessed. <URL optional>.
	Rousseau, Henri. <i>The Ship in the Storm</i> . 1896. Painting. Musee de l'Orangerie, Paris. <i>Grove Art Online</i> . Web. 22 Nov. 2006.
INTERVIEW	Name of Person Interviewed. (last, first) Type of interview. (telephone, e-mail, personal). Date or range of dates.
Interview example	Smith, Janet. E-mail interview. 2 Feb. 2010.


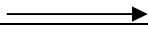
NEWSPAPER	Author's name. "Article Title." Publication Title. Date of publication, edition (if given), section letter or number:
Newspaper example	Healy, James R., and Anthony DeBarros. "Toyota Considers Another Recall." <i>USA Today</i> . 18 Feb. 2010, Money ed., sec. B: 1. Print.
BLOG	Author's Last Name, First Name. "Title of Individual Blog." (enclosed in quotation marks) <i>Name of Web log.</i> (in italics) Site Sponsor (i.e., Bloodspot). Day Month Year posted. Publication Medium. Day Month Year accessed. <URL optional>.
E-MAIL MESSAGE you received	"Ohio's 21st Century Skills Summit." Message to the author. 6 May 2010. E-mail.
E-MAIL MESSAGE someone else received	"Making Connections to Museums." Message to John Smith. 6 June 2010. E-mail.
OCIS—Ohio Career Information System	Electrical and Electronics Engineer." <i>Ohio Career Information System</i> . University of Oregon, 2009. Web. 6 May 2010. < http://ocis.ode.state.oh.us/ >.
	Username & password for using OCIS is in your student planner!

IMPORTANT RESEARCH ITEMS


MLA Style	Modern Language Association; most commonly used format for English courses
APA Style	American Psychological Association; most commonly used in science courses
Abstract	Briefly gives the main points of the article
Full Text	The entire article
Boolean Logic	Used for researching: and, but, or, not
URL	Uniform Resource Locator, the web address
Bibliography	A list of sources in a paper or report used to document research or to recommend further study
Footnote	A citation when a number follows the info and the source information is listed at the bottom of the same page
Endnote	A citation when a number follows the info and the source information is listed on a separate page
Parenthetical Citation	The placement of citations or other documentation in parentheses within the text
Database	An electronic research source; common databases used include EBSCOhost, Newsbank, Biography Reference Bank, Science Online, etc.
PDF	Portable Document Format; a scanned image Articles will appear as they did in the printed copy, e.g. in a magazine
HTML	Text only; loads quicker than PDF
.....	
INFOhio	username/password: Look in your student planner
OCIS Access info	username/password: Look in your student planner

MARKING CODE FOR STUDENT WRITING



Level 1 Symbols

SYMBOL	MEANING
¶	begin new paragraph
?	not clear
	close up space
✂	delete, take out
	indent
c or ≡	capitalize
c or /	lower case
u	usage
p	punctuation mistake
S	spelling error
Ⓢ	spell out
Off	off topic

Level 2 Symbols

elab	elaborate, support, add details or evidence		
= ,	align horizontally, align vertically		
rep	repeats		
	transpose, switch order		
f	sentence fragment		
rs	run-on sentence		
∧	insert (can put what to insert- ex)	∧.	
#	insert space		
pr	faulty pronoun reference		
<p>Note: An exponent indicates the number of those types of errors in the line. Example p³- 3 punctuation mistakes in the line</p>			

Level 3 Symbols

SYMBOL	MEANING
agr (P/A) (S/V)	agreement problem
AWK	awkward wording
cs	comma splice
	do not start a new paragraph
d neg	double negative
	move up, down, left, or right
IPI	faulty parallelism
red	redundant
overload	too many conjunctions
ts	topic sentence
vt	verb tense problem
trans	weak transition
wdy	wordy

Common Abbreviations to Use-Optional

Abbreviation	Meaning	Abbreviation	Meaning
wd	word	Q	question
wds	words	esp	especially
w	with	info	information
w/o	without	sent	sentence (s)
pl	plural	\$	money
sing	singular	intro	introduction/ introductory
conj	conjunction		

PARENTHETICAL / IN-TEXT CITATIONS

Parenthetical documentation, otherwise known as author, page, is another way to cite sources from which material is taken. Use parenthetical documentation to credit original authors with information. All borrowed information should be credited to the source from which it came unless it is a well-known fact. Use the following guidelines for citing information:

1. Cite the source of a direct quotation.
2. Cite the source after citing borrowed statistics.
3. Cite the source with every graph, figure, or picture borrowed.
4. Cite the source after information borrowed from a source if the information is not considered common knowledge.
5. Cite the source when stating someone else's opinions.

Eighty-four percent of parents want to be able to contact their children and have their children contact them via cell phone during school hours if there is a schedule change (Hamilton 38).

***Note: Do not cite the source after every sentence or paragraph. Cite the source when you change to a new source or when you go to a new page within that same source.

**When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's an article or italicize it if it's a longer work (e.g. book, television show, entire website) and provide a page number.